



## City of Seattle

Department of Planning and Development  
Applicant Services Center  
700 5<sup>th</sup> Avenue, Suite 2000  
Seattle, WA 98104-5070  
(206) 684-8850

### INSTRUCTIONS & APPLICATION FOR OBTAINING A PRE-SUBMITTAL CONFERENCE (Land Use, Design Review, Construction)

1. Please complete **Section I ONLY (pages 1 & 2)** of this form and the attached Address Records Worksheet. When the application is complete, you may drop the forms off at the Applicant Services Center counter on the 20<sup>th</sup> floor of the Key Tower building, fax the application to (206) 233-7866, or mail in the materials to:

Department of Planning and Development  
Applicant Services Center – Pre-submittal Conference  
700 5<sup>th</sup> Avenue, Suite 2000  
Seattle, WA 98104-5070

2. Fees are required for all conferences and must be paid prior to the actual meeting. Conferences will not take place without verification that all required fees are paid. Your information will be reviewed by a DPD Coordinator, who will contact you as to your eligibility for a Pre-submittal Conference. A letter will be sent to you as to where the meeting is, and when and where to pay the fees.

Type of Pre-submittal Conference	Fee Required*
Land Use Primarily LU with some Construction	<ul style="list-style-type: none"><li>• \$100.00 – 1<sup>st</sup> Hour</li><li>• \$250.00 – each hour thereafter</li></ul>
Construction Primarily Construction with some LU	<ul style="list-style-type: none"><li>• Atria – 35% of DFI</li><li>• High-rise – 35% of DFI</li><li>• Regular - \$225.00</li></ul>
Combined (Land Use & Construction)	<ul style="list-style-type: none"><li>• Both Land Use &amp; Construction</li></ul>
<b>*Note:</b> Additional fees may be assessed based on the complexity of the project and the time and amount of meetings that the project needs. These fees will be assessed on an hourly basis.	

3. **You are required to attach a narrative description of all specific questions and/or issues that you want to resolve. Your application will not be processed without this document.** Clarity of information and clear presentation of the issues will expedite the decision making process.
4. Submittal of requested information for a pre-submittal conference does not vest the application. Pre-application reviews are based on the information available at the time of the review. If additional information becomes available during review of an application, additional conditions or studies may be required.
5. The applicant is responsible for documenting any decisions made or agreements reached during the meeting. Notes must be submitted for DPD's review and concurrence within one week of the meeting. DPD will return the notes with corrections and/or concurrence within one week of receiving them.
6. If you have ECA or other site questions, please have a Pre-Application Site Visit conducted prior to the Pre-Submittal Conference. Contact the ASC for scheduling.



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Project No. \_\_\_\_\_

### APPLICATION FOR SCHEDULED LAND USE OR BUILDING CONFERENCE

#### SECTION I

(To be completed by Applicant – Fill out all portions)

#### APPLICANT INFORMATION

Contact Person for this project: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Contact Fax No.: \_\_\_\_\_

e-mail address: \_\_\_\_\_

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#### PROJECT INFORMATION:

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Project Address: \_\_\_\_\_

What is the Project Valuation: (Best guess, if necessary)

\$

Please check the box that most closely describes the types of questions you would like to address.  
**Choose one box only. See explanation below for help in choosing a pre-submittal type.**

- ☐ **Land Use Only**  
Choose this type if you have questions or requests regarding SEPA, variances, Design Review, Shorelines, Zoning, Development Standards only.
- ☐ **Construction Only**  
Choose this type if you have questions or requests about building code or structural issues, fire and life safety, energy/mechanical only.
- ☐ **Primarily Land Use with a few construction questions**  
Choose this type when most of your issues center on SEPA or other discretionary components and zoning, with just a few questions about the building or other construction codes. These questions should be fairly minor.
- ☐ **Primarily Construction with a few Land Use questions**  
Choose this type when most of your questions center on the building or other technical codes, building code alternatives, infrastructure, with just a few questions about zoning, development standards or discretionary Land Use components.
- ☐ **Equal parts Construction and Land Use**  
This pre-submittal type is intended for the truly large projects with complicated and intertwined construction and Land Use issues. You should choose this type only if you have been advised to do so by DPD technical staff.

Please list specific non-DPD questions about your project that you would like to have answered. The Conference Lead will evaluate the need for other agency participation in the meeting.

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Is this a high-rise or atrium project: ☐ Yes ☐ No

If the project includes dwelling units, how many units are there? \_\_\_\_\_

Does this project include demolition of an existing structure? ☐ Yes ☐ No

Is there new construction or remodel, or both? ☐ New ☐ Remodel

What is the gross floor area (square footage) of the proposed project? What is the existing floor area, if any? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

How many parking spaces? \_\_\_\_\_

Will you be requesting phasing of this project: ☐ Yes ☐ No

Is this project over 50,000 sf or is it expected to use a larger amount of electrical usage? ☐ Yes ☐ No

**Identify any existing project numbers that may be associated with this project:**

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## PROJECT DESCRIPTION:

Please provide a brief description of the project (example: "To build a 4 story mixed use building with 20 residential units and ground floor commercial space") followed by a more detailed narrative of the scope of the proposal. List all DPD issues you hope to resolve at the meeting. Attach additional sheets as needed.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**SECTION II**  
**(DPD STAFF ONLY – to be completed by Conference Lead)**

Does it look like the project will be substantial alterations? ☐ Yes ☐ No

Does this project require applicant to complete City Light's form for Energy Consumption? ☐ Yes ☐ No

Potential MUP Components: \_\_\_\_\_

Within SESRA or other Overlay? ☐ Yes ☐ No

A designated Historic Landmark? ☐ Yes ☐ No

Is this project next to a designated Historic Landmark? ☐ Yes ☐ No

Other Information: \_\_\_\_\_

Zone: \_\_\_\_\_ Shoreline Environment: \_\_\_\_\_

GIS \_\_\_\_\_ Overlays \_\_\_\_\_

ECA (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pre-Submittal Conference Notes** (For DPD staff use only)

Meeting Date: \_\_\_\_\_ Attendees: \_\_\_\_\_

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